

# Pakistan Mineral Development Corporation

Head Office, 13-H-9, Islamabad-44790



**PMDC**  
PAKISTAN MINERAL DEVELOPMENT CORP.

## Head Office

Plot No: 13, Sector H/9, Islamabad 44000, Pakistan.

Tel: 9265128

E-mail: [dgm-pro@pmdc.gov.pk](mailto:dgm-pro@pmdc.gov.pk)

[www.pmdc.gov.pk](http://www.pmdc.gov.pk)

## PRE-QUALIFICATION OF AUTO WORKSHOPS AND SUPPLY OF SPARE PARTS FOR VEHICLES

| Tender Document for | Pre-qualification                              |
|---------------------|------------------------------------------------|
| Documents           | Application/Proposal for Pre-<br>Qualification |
|                     | Terms and Conditions                           |
|                     | General Experience Performa                    |
|                     | Services Capabilities Performa                 |





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**TERMS AND CONDITIONS FOR THE PRE-QUALIFICATIONS OF AUTO WORKSHOPS AND  
SUPPLY OF SPARE PARTS.**

1. Proposal must be submitted on **EPADs** on or before 21<sup>st</sup> July, 2026 upto 1100 AM which will be opened on the same day at 1130 AM in the presence of bidders or their representatives who desire to participate.
2. No bidder will be allowed to submit his second or third offer with the same bid.
3. Proposal submitted on PMDC documents will be considered only.
4. Incomplete and conditional responses will not be entertained.
5. Financial bids on case to case basis will be called from those firms only whom are pre-qualified by the Competent Authority. The pre-qualified firms would be required to deposit security money in the shape of Pay Order/Bank Draft for Rs. 100,000/- in favor of Pakistan Mineral Development Corporation (PMDC), Head Office, 13-H/9, Islamabad and in case of failure, the firm will be treated as non-prequalified. The security will be released within 30 days after expiry of the period of pre-qualification. Cash/Cheque and less amount of security deposited will not be accepted.
6. The firm should be registered with Income Tax and Sales Tax Departments and should be registered with PRA (if applicable) (Registration Numbers should be clearly mentioned and valid documentary evidence be attached.). Firm should be on active tax payer list of the FBR.
7. The firm should have proper workshop /setup at Rawalpindi/Islamabad.
8. The workshop must be manned with experienced Toyota, Suzuki, Hyundai, Honda, Hino & other company's vehicles mechanics, technicians and workers with at least one relatively higher qualified & experienced person preferably heading the team of mechanics/technicians at the workshop.
9. The workshop must have readily available spare parts, field mechanic services and vehicle-towing facility to be made available on request whenever necessary.
10. All parts should be brand new and in original manufactures packing.
11. PMDC shall make open frame work agreements with pre-qualified Auto Workshops for a period of two years (extendable for one year). As per PPRA rule 16 A reads as under (F/A):-





"Procurement of common use items, services and commodities through framework agreements":-

(1) The Procuring Agency shall arrange the procurement through framework agreements of recurrent or common use items, services including maintenance services and those commodities, whose market prices fluctuate during the term of the agreement, for a maximum period of three years.

(4) Open and closed framework agreements may be made with the selected suppliers and service providers. Maximum duration of open framework agreements shall not be more than three years and the closed framework agreements shall not exceed one year.

12. The workshop must be equipped with the modern gadgetry and equipment for maintenance, repairs (minor and major), servicing and tune-up of vehicles of all models and make.
13. Each prequalified workshop performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.
14. PMDC may seek clarification from any of the participating bidders, at any stage during the pre-qualification process, as deem necessary.
15. The PMDC reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the pre-qualification process. Reasons of rejection can be communicated on request.
16. The proposal /application must be submitted electronically on EPADs.
17. Proposals submitted via email or fax will not be entertained.
18. The proposals should not have any over-writing or cutting.

**Authorized Signature** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_



  
(Sajid Hussain)  
AVP (Procurement)  
Phone: 051-9265128



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## **APPLICATION /PROPOSAL FOR PRE-QUALIFICATION**

### **GENERAL INFORMATION AND PERFORMA FOR AUTO WORKSHOPS AND SUPPLY OF SPARE PARTS PREQUALIFICATION**

#### **1. INTRODUCTION:**

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of Ministry of Energy (Petroleum Division), Government of Pakistan. It was established in 1974 to expand and help mineral development activities in the country. It is involved in exploration and evaluation of economic mineral deposits, preparation of techno-economic feasibility reports, mining and marketing.

#### **2. SCOPE OF WORK**

For the said purpose:

- i. Mechanical repair work of vehicles.
- ii. Electrical repair work of vehicles.
- iii. Denting repair work of vehicles.
- iv. Painting repair work of vehicles.
- v. Supply of tyres of vehicles.
- vi. Supply of acid wet/dry batteries of vehicles.
- vii. Supply of lubricants of vehicles.

All reputable and well established firms for such services are invited to apply for the Pre-qualification by submitting the Pre-Qualification proposal Performa. PMDC will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

#### **3. DOCUMENTS REQUIRED:**

Selection for prequalification will be based on information provided in these documents and information Performa.

- a. Sales Tax/PRA Registration Certificate.
- b. NTN Certificate
- c. Last six months bank statement of firm / workshop.
- d. Certificate for being not black listed ever.
- e. An Affidavit on Rs. 100/- Stamp Paper that currently the firm is not black-listed or de-barred by any government/semi-government/department to participate in the bidding and to supply. Affidavit regarding no Conflict on interest with PMDC. Failure to submit such affidavit may lead to disqualification.

#### **4. QUALIFICATION CRITERIA:**

Pre-qualification will be based on all the criteria given in succeeding paras regarding applicant's financial soundness, experience, record, services capabilities.





The weightage / marks for different categories will be followed as per table given below:-

| Sr.# | Category              | Weightage/ Marks |
|------|-----------------------|------------------|
| 1.   | General Experience    | 40               |
| 2.   | Services capabilities | 40               |
| 3.   | Financial position    | 20               |
|      | <b>Total</b>          | <b>100</b>       |

**Note:**

Prequalification status shall be decided by purchase committee on the basis of Pass/ Fail. The applicant must secure at least 50% score in each category and 60% score in aggregate to qualify.

The further detailed criteria for each category are developed as given under the each head as follows:

**General Experience:**

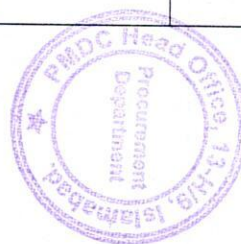
| Sr.# | Description                                                                                                                                                                                                   | Maximum points | Requirement                                                                                             |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------|
| 1.   | Mechanical Repair of 797 cc and above vehicles<br>i. 5 years or more since established = 10 Marks.<br>ii. 3 years or more since established = 07 Marks.<br>iii. 1 year or more since established = 05 Marks.  | 10             | Documentary proves like work orders, bills etc in the name of firm.<br>Letter of satisfaction by client |
| 2.   | Electrical Repair of 797 cc and above vehicles<br>i. 5 years or more since established = 10 Marks.<br>ii. 3 years or more since established = 07 Marks.<br>iii. 1 years or more since established = 05 Marks. | 10             | Experience will be assessed from registration certificate.                                              |
| 3.   | Denting/Painting Works<br>i. 5 years or more since established = 10 Marks.<br>ii. 3 years or more since established = 07 Marks.<br>iii. 1 years or more since established = 05 Marks.                         | 10             | Experience will be assessed from registration certificate                                               |



|    |                                                                                                                                                                                                                     |           |                                                                                                      |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------|
| 4. | Supply of tyres and batteries of 797 cc and above vehicles<br>i. 5 years or more since established =5 Marks.<br>ii. 3 years or more since established = 3 Marks<br>iii. 1 years or more since established = 1 Marks | 5         | Documentary proves like work orders, bills etc in the name of firm. Letter of satisfaction by client |
| 5. | Supply of lubricants of 797 cc and above vehicles<br>i. 5 years or more since established =5 Marks.<br>ii. 3 years or more since established = 3 Marks<br>iii. 1 years or more since established = 1 Marks          | 5         | Documentary proves like work orders, bills etc in the name of firm. Letter of satisfaction by client |
|    | <b>Total</b>                                                                                                                                                                                                        | <b>40</b> |                                                                                                      |

#### Services Capabilities:

| Sr.# | Description                                                                                                                         | Maximum points | Requirement                   |
|------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------|
| 1.   | Capability for mechanical/electrical repair of vehicles.<br>i. Firm having own setup = 10<br>ii. Firm hiring services outsource = 7 | 10             | Ownership proof if own setup. |
| 2.   | Capability for denting/painting repair of vehicles.<br>i. Firm having own setup = 10<br>ii. Firm hiring services outsource = 7      | 10             | Ownership proof if own setup. |
| 3.   | Supply of tyres for vehicles.<br>i. Firm having own setup = 10<br>ii. Firm hiring services outsource = 7                            | 10             | Ownership proof if own setup. |
| 4.   | Supply of batteries for vehicles.<br>i. Firm having dealership = 5<br>ii. Firm hiring services outsource = 3                        | 5              | Ownership proof if own setup. |
| 5.   | Supply of lubricants for vehicles.<br>i. Firm having dealership = 5<br>ii. Firm hiring services outsource = 3 Marks                 | 5              | Ownership proof if own setup. |
|      | <b>Total</b>                                                                                                                        | <b>40</b>      |                               |



Financial Position:

| Sr.# | Description                   | Maximum points | Requirement              |
|------|-------------------------------|----------------|--------------------------|
| 1.   | Tax returns for last 03 years | 10             | Tax Returns              |
| 2.   | Registration with FBR/ PRA    | 10             | Registration Certificate |
|      | <b>Total</b>                  | <b>20</b>      |                          |





**GENERAL EXPERIENCE PERFORMA FOR REPAIR WORKS**

| Sr. No. | Client Details | Working Nature<br>(Auto related) | Type of<br>Vehicles | Documentary<br>Proof Attached |
|---------|----------------|----------------------------------|---------------------|-------------------------------|
| 1       |                |                                  |                     |                               |
| 2       |                |                                  |                     |                               |
| 3       |                |                                  |                     |                               |

**GENERAL EXPERIENCE PERFORMA FOR SUPPLY OF TYRES, BATTERIES AND LUBRICANTS**

| Sr. No. | Client Details | Supply Nature | Brand of Supply | Documentary<br>Proof Attached |
|---------|----------------|---------------|-----------------|-------------------------------|
| 1       |                |               |                 |                               |
| 2       |                |               |                 |                               |
| 3       |                |               |                 |                               |





### EXPERIENCE OF THE FIRM

| Year of Inception | Average turnover per year | Total Years of Experience | Remarks |
|-------------------|---------------------------|---------------------------|---------|
|                   |                           |                           |         |

